

5016 - POLICE PHOTOGRAPHER

NATURE OF WORK

This is skilled technical work in assisting sworn law enforcement officers by photographing accidents and crime scenes and processing film, especially color film processing, for the entire Police Department photographic output. Maintains specialized equipment and quality of product output.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Processes film output for the entire Police Department, primarily color film; maintains specialized equipment; maintains color quality of product output.

Orders and maintains necessary supplies and parts to meet departmental requirements.

Keeps abreast of state-of-the-art changes in photography, equipment and techniques.

Maintains records and files; prepares reports.

Visits scenes of crimes, accidents, and arson as needed to take photographs in assistance to sworn officers in compiling evidence by photographic means.

May train Crime Scene Technicians and police officers in photographic processing techniques.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, methods, practices, and techniques of modern photography.

Considerable knowledge of the operation of darkroom equipment, particularly of equipment used to process and print color film.

Considerable knowledge of standard, miniature, cameras, lenses, accessories and skill in their use. Knowledge of modern office practices and procedures.

Ability to establish and maintain effective working relationships with other employees, employees of other agencies and the general public.

Ability to maintain records and prepare concise and accurate reports.

Ability to maintain necessary inventories and order replacement supplies, as required.

MINIMUM REQUIREMENTS

One year experience in color and black and white film processing and printing. Use of a Polaroid MP-4 copy Camera. Possess a current valid Florida Driver's License and maintain without any restrictions affecting job performance. Work schedule may vary.

PHYSICAL REQUIREMENTS

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Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, carrying, handling, reaching, pushing, pulling; some climbing, bending, kneeling, crawling, sitting, and standing.

SUPERVISION RECEIVED

General and specific assignments are received from an administrative superior; work is performed with considerable latitude for the use of independent judgment in the selection of work methods and procedures and is subject to qualitative and quantitative review as well as for compliance with departmental policies.

SUPERVISION EXERCISED

Usually none.

Rev. 12/95 (minimum req.)